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# WORD PROCESSING NOTES

## A - Welcome to Word Processing Notes

This first issue of ODP Word Processing Notes marks the beginning of a new era in Agency office automation capabilities: the installation of the Wang 7520 and 7525 stand-alone word processing systems and the 7550 Alliance System as the Agency's standard, TEMPEST, word processing and interoffice communications equipment. ODP is also involved in other word processing efforts, such as development of the Host-Based Word Processor (HBWP) for the Delta Data 7260T terminal. A prototype of HBWP is currently being tested by several Agency components.

Word Processing Notes is one of the many ways in which ODP plans to support the new word processing installations and other ODP office automation products. This newsletter's goal is to keep you informed of new developments and procedures that will make your use of word processing systems easier and more efficient.

It is anticipated that the recently formed "Agency Wang Users Group" (AWUG) will frequently contribute to this publication; AWUG is composed of talented and serious users throughout the Agency. Contact your Wang System Administrator for details regarding this group's activities.

You are invited to share your word processing interests with other readers of Word Processing Notes. Submit your contributions to Chief, Customer Services Staff, GA2505 Headquarters, [ ] Distribution of Word Processing Notes, as for Tech Notes, will be handled through the ODP Technical Library, GA19 Headquarters, [ ]

## B - Data Conversion on the Antares System

The Antares Data Conversion System is successfully converting nonstandard word processing data to Wang format for use on the Wang 7520 and 7525 Word Processing Systems and the 7550 Alliance System with minimal cleanup, and in some instances no cleanup. However, please note the following user responsibilities:

### Blank Diskettes

When using the Antares data conversion service, you must furnish your own blank Wang diskettes. They can be ordered through your component's Logistics Officer on Form 88, "Requisition for Materiel and/or Services."

### Diskette Handling Warning

Diskettes to be converted must not be secured with rubber bands or paper clips, since that practice may damage the diskettes, making it impossible to convert them.

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Numbering Diskettes and Files on Diskettes

The Wang 7520 and 7525 Systems require unique identifiers (IDs) for each Wang diskette and each file (document) on a diskette. When you submit a diskette for conversion, avoid numbering problems by giving the Antares operator diskette and file IDs that are unique to your Wang system.

Note that the Wang 7520 and 7525 Systems require diskette and file IDs of four numbers followed by one letter. For example, submit 0001A for a diskette and 0006B, 0007B, 0008B, and 0009B for the four files on that diskette. This procedure also is recommended for the Alliance System.

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NOTE: The Data Conversion Branch, Production Division, Processing (DCB/PD/P/ODP), has moved from GE72 Headquarters to 1G34 Headquarters; [redacted] remains the same.

C - Wang Maintenance Requirements

Any device that operates with a hard disk, such as the Wang 7525 or 7550 equipment, must have adequate airflow and as dust-free an area as possible to avoid heat buildup and accumulation of dust in the disk drives. Some Agency components reportedly have repositioned their Wang 7525s, thereby causing a breach of their maintenance contract. Wang equipment must be positioned as installed; if moved, costly repairs, equipment replacement, and production loss because of downtime may result.

#s and IDs. #, 1, 2, 3, etc. each Wang disk in order.

IDs, each doc on a disk id'd with a number.  
such as: #1 disk,

doc ID #1  
#2  
#3

#2 disk,  
doc ID #4  
#5  
#6

#3 disk,  
doc ID #7.